

## **COUNTY OF SAN BERNARDINO**

The Board of Supervisors adopted the County of San Bernardino's 2004-05 Budget on June 22, 2004. This budget covers the period from July 1, 2004 – June 30, 2005. Each department is responsible for operating within their budget and has the authority to spend up to the approved budget amount.

The County of San Bernardino's 2004-05 Final Budget consisting of the general fund, capital project funds, special revenue funds, and enterprise funds has a total appropriation of \$2.8 billion.

When developing their individual budgets, each department considers the following mission, vision, and value statements of the County of San Bernardino:

### **Mission Statement**

The mission of the government of the County of San Bernardino is to satisfy its customers by providing service that promotes the health, safety, well being, and quality of life of its residents according to the County Charter, general laws, and the will of the people it serves.

### **Vision Statement**

Our vision is to create a safe, clean, and healthy environment that appeals to families and individuals, and attracts the best in business and industry. We will create, support, and enhance vibrant communities that emphasize beauty, culture, art, recreation, education, and a sense of history.

### **VALUES Statement**

To achieve our Vision, we dedicate ourselves to these values:

- **Valuing** our workforce by providing recognition, training and education, opportunities for customer service and career development, a safe and healthy work environment and fair compensation.
- **Appreciation** and promotion of the diverse cultures that comprise our workforce and the communities we serve.
- **Leadership** by coordinating regional planning through collaboration with local communities and businesses.
- **Unquestioned integrity** that embraces a culture of honor and trustworthiness.
- **Excellence** in the development of efficient and cost-effective strategies to improve customer service in an atmosphere that allows and encourages new ideas.
- **Service** of the highest quality to our customers delivered with dignity and respect.

### **General Fund Budget Process**

The County Administrative Office has the responsibility of developing the county financing plan for all general fund departments. This plan begins with reviewing the two restricted financing sources, Prop. 172 and realignment. Prop. 172 assists in financing the Sheriff, District Attorney, and Probation departments. Realignment assists in financing the general fund departments of the Human Services System, Behavioral Health, and Public Health. If these financing sources are not sufficient to pay for those departments' costs, then the general fund sources are considered.

The 2004-05 financing plan included a total of \$372.1 million in ongoing discretionary revenue for the general fund. This revenue is comprised of property taxes, vehicle license fees, interest on the county investment pool, sales tax, and other taxes. Mandatory costs such as previously negotiated salary increases, previous year's Board approved costs, and other mandated costs are first financed by the discretionary revenue. After the mandatory costs are



financed, the remaining unallocated discretionary revenue is presented to the Board of Supervisors during the budget workshop for approval of distribution.

This year, the County Administrative Office incorporated a reduction plan into the general fund departmental local cost allocations. This action was taken as a means to better position the county for the impacts of the state budget, which, when presented in January painted an ominous picture for local government, especially counties. Most general fund departments receiving local cost were affected by the reductions. However, departmental mandated costs were exempted. For most departments, the reduction percentage was 9% of local cost. For various law and justice departments the percentage reduction was 4%, reflecting the county's commitment to public safety. These reductions were incorporated into the development of the proposed budget.

A budget workshop was held May 24<sup>th</sup> through 26<sup>th</sup>, 2004, to discuss each department's proposed budget. Each department submitted a proposed budget based on the general fund financing amount allocated to them and their own departmental revenues. At this time, departments also requested fee adjustments and/or policy items, which include funding requests for those workload and program changes that were unable to be financed in their proposed budget, including restoration of state budget reductions mentioned above.

During the May budget workshop, the County Administrative Office recommended to restore some of the policy item requests and recommended to approve all fee requests. Additionally, the Board of Supervisors made requests that certain items be added to the recommended listing and requested the County Administrative Office to review other areas that either needed to be funded or potential areas to reduce costs for inclusion in the 2004-05 budget. A follow up workshop was held on June 8, 2004 for this purpose.

On June 8, 2004, discussion was held related to modifications to the policy item and fee request recommendations made at the May workshops. These modifications were made based on the County Administrative Office continued analysis of several departmental policy requests.

A budget and fee hearing was held on June 14, 2004, for public input on the county budget and fee ordinance changes and to obtain Board approval on the 2004-05 final budget. The Board adopted the 2004-05 final budget on June 22, 2004.

The following worksheets describe in detail what was approved at the budget workshops, the follow up budget workshop, the budget and fee hearings, and the adoption of the final budget.



## BOARD APPROVED CHANGES TO THE PROPOSED BUDGET WORKBOOK

	<u>Approp</u>	<u>Revenue</u>	<u>Local Cost</u>	<u>Add'l Staff</u>
<i>Fee Adjustments:</i>				
<b><u>Assessor</u></b>	220,912	220,912	-	2.0
<b><u>Auditor/Controller-Recorder</u></b>	-	207,974	(207,974)	-
<b><u>County Counsel</u></b>	445,000	495,000	(50,000)	5.0
<b><u>County Library</u></b>	93,400	93,400	-	-
<b><u>County Museum</u></b>	10,000	10,000	-	0.5
<b><u>Land Use Services Department-Code Enforcement</u></b>	7,690	7,690	-	-
<b><u>Land Use Services Department-Current Planning</u></b>	86,581	168,864	(82,283)	1.0
<b><u>Land Use Services Department-Fire Hazard Abatement</u></b>	134,900	134,900	-	
<b><u>Public Administrator/Guardian/ Conserv/Coroner</u></b>	15,600	15,600	-	-
<b><u>Probation</u></b>	82,414	82,414	-	-
<b><u>Public Health</u></b>	577,869	577,869	-	7.8
<b><u>Public Works - Solid Waste Management Division</u></b>	859,383	859,383	-	-
<b><u>Registrar of Voters</u></b>	88,744	88,744	-	1.7
<b><u>Treasurer-Tax Collector</u></b>	15,000	15,000	-	-
<i>Total Fee Adjustments</i>	<u>2,637,493</u>	<u>2,977,750</u>	<u>(340,257)</u>	<u>18.0</u>



## BOARD APPROVED CHANGES TO THE PROPOSED BUDGET WORKBOOK

	<u>Approp</u>	<u>Revenue</u>	<u>Local Cost</u>	<u>Add'l Staff</u>
<i>Policy Items Approved:</i>				
<b><u>Behavioral Health</u></b> - Restoration of Indigent Contracts	550,000	550,000	-	-
<b><u>County Fire</u></b>				
Equipment - Water Tender	210,000		210,000	-
Equipment - Brush Engine	285,000		285,000	-
Equipment - Command Vehicle	200,000		200,000	-
<b><u>County Library</u></b> - Library book budget augmentation	500,000	-	500,000	-
<b><u>County Museum</u></b> - Building maintenance	30,000	-	30,000	-
<b><u>Economic &amp; Community Development</u></b>				
Funds for the Group Decision Making process of the County's geographic information management system	200,000	-	200,000	-
<b><u>Joint Powers Leases</u></b>				
Debt Reduction	1,800,000	-	1,800,000	-
Debt Reduction	2,012,923	-	2,012,923	-
<b><u>Public Administrator/Guardian/Conserv/Coroner</u></b>				
Restore 7 vehicles for Supv Deputy Coroners and Chief Deputy Coroner	67,137	-	67,137	-
<b><u>Public Works - Regional Parks</u></b>				
Purchase playground equipment for handicapped children at Prado Regional Park	200,000	-	200,000	-
<b><u>Sheriff</u></b>				
One-time funding for Resource Officer for the Needles School District	60,627	-	60,627	-
Purchase vehicles	220,000	-	220,000	-
<i>Total Policy Items Approved</i>	<u>6,335,687</u>	<u>550,000</u>	<u>5,785,687</u>	<u>-</u>



**BOARD APPROVED CHANGES TO THE PROPOSED BUDGET WORKBOOK**

	<u>Approp</u>	<u>Revenue</u>	<u>Local Cost</u>	<u>Add'l Staff</u>
<i>Policy Items Approved Pending Adoption of the State Budget:</i>				
<b><u>Assessor</u></b>				
Add 3.0 Appraisal Staff	208,878	-	208,878	3.0
Restore Mandatory Services	278,244	-	278,244	-
<b><u>Clerk of the Board</u></b> - Restore Clerk III position	45,911	-	45,911	1.0
<b><u>County Fire</u></b> - Restore 50% of the 4% Local Cost Reduction	57,291	-	57,291	-
<b><u>County Library</u></b> - Restoration of staffing and public service hours	777,425	777,425	-	37.4
<b><u>District Attorney</u></b>				
Restore Clerk III in general program.	19,100	-	19,100	0.5
Restore DDA position in Desert, West End, Central and Juvenile regions.	230,000	-	230,000	2.0
Restore Deputy District Attorney in general program.	55,000	-	55,000	0.5
<b><u>Economic and Community Development - Economic</u></b>				
Restoration of funding for various economic development organizations and programs.	71,833	-	71,833	-
<b><u>Facilities Management</u></b> - Restore Maintenance Mechanics	65,795	-	65,795	1.0
<b><u>Land Use Services Department - Code Enforcement</u></b>				
Reinstate Code Enforcement II Position	55,889	-	55,889	1.0
<b><u>Law and Justice Group Admin</u></b>				
Restore 0.1 FTE	13,659	-	13,659	0.1
Restore services and supplies	2,046	-	2,046	-
<b><u>Probation</u></b>				
Reinstate boys RYEF treatment program	1,450,490	-	1,450,490	19.0
Restore adult case management staff	1,559,461	1,273,713	285,748	17.0
Adult sex offender unit	716,482	-	716,482	6.0
<b><u>Public Administrator/Guardian/Conserv/Coroner</u></b>				
Restore 3.5 Deputy Coroner Investigators in San Bernardino Office	267,227	-	267,227	3.5
<b><u>Public Defender</u></b> - Restore 50% of the 4% Local Cost Reduction	407,856	-	407,856	4.8
<b><u>Public Works - Regional Parks</u></b>				
Additional staff and equipment for the County Trails Program	132,055	-	132,055	1.0
<b><u>Public Works - Surveyor</u></b> - GIS Parcel Basemap - ongoing maintenance	49,877	-	49,877	0.6
<b><u>Registrar of Voters</u></b> - Restore Elections Clerk position	42,520	-	42,520	1.0
<b><u>Sheriff</u></b> - Restore funding for safety positions and overtime	1,871,978	-	1,871,978	15.5
<i>Total Policy Items Approved Pending Adoption of the State Budget</i>	<u>8,379,017</u>	<u>2,051,138</u>	<u>6,327,879</u>	<u>114.9</u>



## BOARD APPROVED CHANGES TO THE PROPOSED BUDGET WORKBOOK

	<u>Approp</u>	<u>Revenue</u>	<u>Local Cost</u>	<u>Add'l Staff</u>
<i>Additions to Reserves:</i>				
<b><u>Museum's Hall of Paleontology</u></b>	1,000,000	-	1,000,000	-
<i>Total Additions to Reserves</i>	<u>1,000,000</u>	<u>-</u>	<u>1,000,000</u>	<u>-</u>
<i>Items Approved Mid-Year After Compilation of the Proposed Budget Workbook:</i>				
<b><u>Behavioral Health</u></b>				
Contracts for Early Periodic Screening, Diagnostic and Treatment Services (Approved June 8, 2004)	3,053,436	3,053,436	-	-
Contracts for Mental Health Clubhouse Services (Approved June 8, 2004)	574,891	574,891	-	-
<b><u>Public Health</u></b>				
Award from Stte Department of Health Services for Continued Bioterrorism (Approved April 27, 2004)	58,900	58,900	-	1.0
Establish ABC Grading of Food Establishments (Approved June 15, 2004)	34,600	34,600	-	-
<b><u>Sheriff</u></b>				
Grant Award from the Office of Emergency Services for the Coverdell National Forensic Sciences Improvement Act (Approved May 18, 2004)	29,376	29,376	-	-
<b><u>Auditor-Controller-Recorder - Modernization fund</u></b>				
Two Business Systems Analysts to support the Auditor/Controller-Recorder's Office (Approved June 8, 2004)	197,902	197,902	-	-
<b><u>Arrowhead Regional Medical Center</u></b>				
Lease Purchase Equipment for Baxter Colleague Intravenous Pump Equipment (Approved May 25, 2004)	100,112	100,112	-	-
<b><u>Information Services - Computer Operations</u></b>				
Two Business Systems Analysts to support the Auditor/Controller-Recorder's Office (Approved June 8, 2004)	197,902	197,902	-	2.0
<i>Total Items Approved Mid-Year After Compilation of the Proposed Budget Workbook</i>	<u>4,247,119</u>	<u>4,247,119</u>	<u>-</u>	<u>3.0</u>



# BOARD APPROVED CHANGES TO THE PROPOSED BUDGET WORKBOOK

	<u>Approp</u>	<u>Revenue</u>	<u>Local Cost</u>	<u>Add'l Staff</u>
<i>Other Items Required Based On Financing Plan:</i>				
<b><u>Information Services</u></b>				
Restore GIS Technician position in order to ensure timely updating of information in the Geographic Information System (GIS) database:				
Emerging Technology Division budget unit	65,511	-	65,511	1.0
Application Development Division budget unit	(65,511)	-	(65,511)	
<b><u>Facilities Management - Utilities</u></b>				
Decrease local cost based on estimated need for utility costs	(679,498)	-	(679,498)	-
<b><u>County Administrative Office - Joint Powers Leases</u></b>				
Decrease local cost based on estimated savings to be incurred by reducing debt with recommended funded policy items	(302,000)	-	(302,000)	-
<i>Total Other Items Required Based On Financing Plan</i>	<u>(981,498)</u>	<u>-</u>	<u>(981,498)</u>	<u>1.0</u>
<i>Grand Total Board Approved Changes to the Proposed Budget Workbook</i>	<u>21,617,818</u>	<u>9,826,007</u>	<u>11,791,811</u>	<u>136.9</u>

Since the state budget impact to the county was still unknown when the budget was adopted on June 22, 2004, the remaining financing balance of \$67.8 million (\$18.9 in ongoing and \$48.9 in one-time) was unallocated and set aside to address potential unfunded issues. In addition, the Board of Supervisors directed that any fund balance adjustment in the general fund would be made to the appropriations for contingencies. No money can be spent from contingencies without obtaining Board of Supervisors approval.

## Other Funds Budget Process

In addition to the general fund, the County of San Bernardino has capital project funds, special revenue funds, enterprise funds, and internal service funds. All of these funds are restricted to the revenue sources they receive. Each department having these types of funds is responsible for developing its budget based on the revenue resources available to them. These resources include projected revenue to be collected in 2004-05 and any revenue not spent and carried forward from prior years (for example, fund balance for special revenue funds). These budgets were also discussed during the budget workshop and Budget and Fee Hearing. In addition, the Board of Supervisors gave approval to make necessary fund balance adjustments for special revenue funds to agree to the Auditor/Controller-Recorder's actual fund balance.

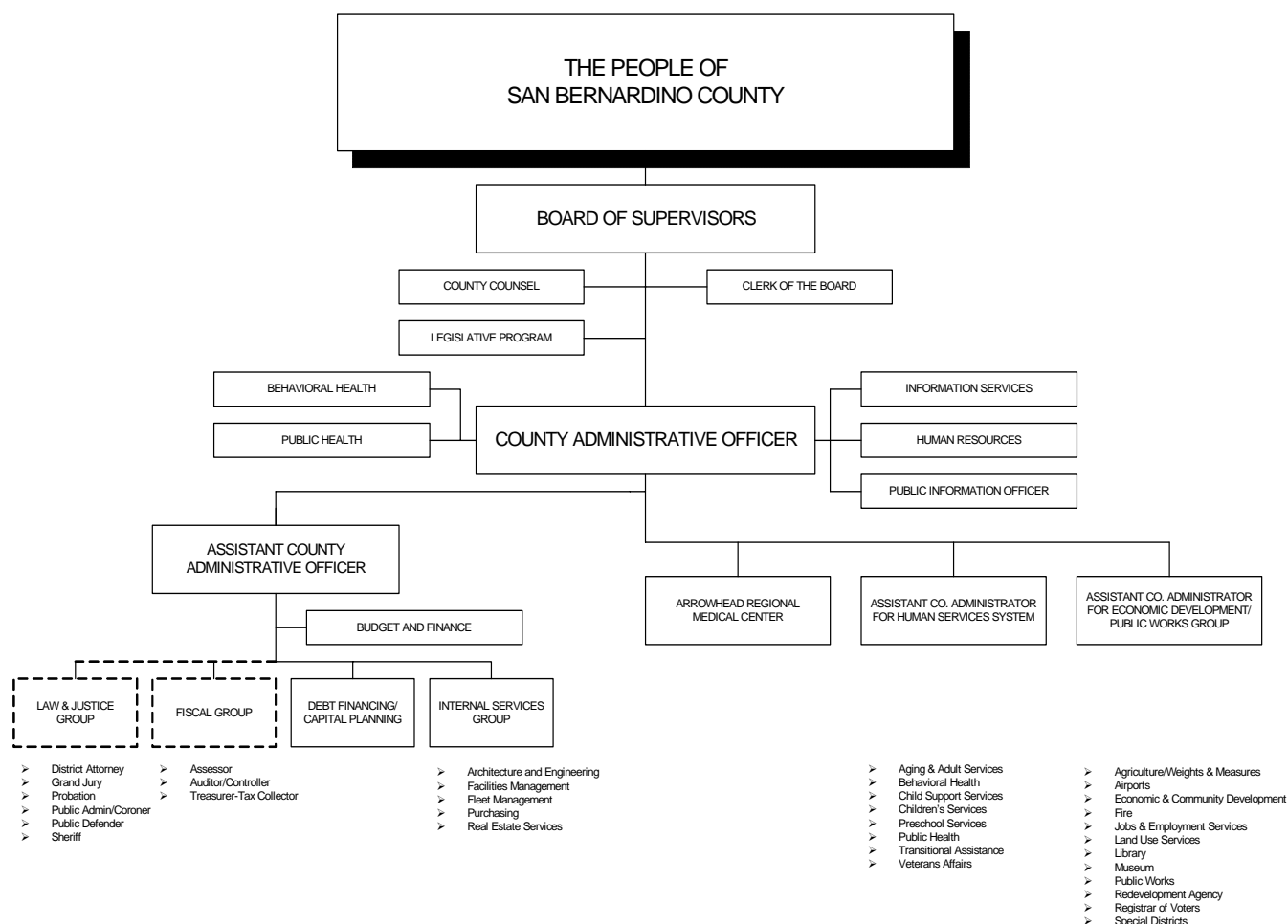


## Budget Workbook Format

The County of San Bernardino's 2004-05 Final Budget is presented in this book based on the County Organizational Structure, which is depicted below. The Administrative/Executive Group is those departments that report directly to the Board of Supervisors or those departments that report directly to the County Administrative Office. This group performs functions related to the overall support of the county.

Budget units presented in this book are displayed at a fund/department level. Although some departments incorporate the organizational level (ORG) when developing their budgets, the fund/department level of presentation was selected to provide consistency between all budget units. A sample of the departmental budget format is shown on pages 9-12 of this Preface. This sample further shows and explains how each budget unit is presented in the book.

A list of Final Budget Definitions is provided on pages 13-16 of this Preface. This listing defines budget terms commonly used throughout the budget workbook.



Revised May 2004





## DEPARTMENT Department Head

The department name and responsible administrator are listed at the top.

### MISSION STATEMENT

### ORGANIZATIONAL CHART

Departments that have multiple budget units will have a summary at the front that lists the individual budget units and final budget figures for 2004-05 that they are responsible for.

	2004-05				
	<u>Operating Exp/ Appropriation</u>	<u>Revenue</u>	<u>Local Cost</u>	<u>Rev Over(Under) Exp/ Fund Balance</u>	<u>Staffing</u>
Budget #1				-	
Budget #2				-	
Budget #3			-		
Total	-	-	-	-	-

### DESCRIPTION OF MAJOR SERVICES

Description of Major Services provides a narrative describing the function and activity of the budget in question.

### BUDGET & WORKLOAD HISTORY

	<u>Actual 2002-03</u>	<u>Budget 2003-04</u>	<u>Actual 2003-04</u>	<u>Final 2004-05</u>
Total Appropriation				
Total Revenue				
Local Cost				
Budgeted Staffing				
<b><u>Workload Indicators</u></b>				
Workload Indicator #1				
Workload Indicator #2				

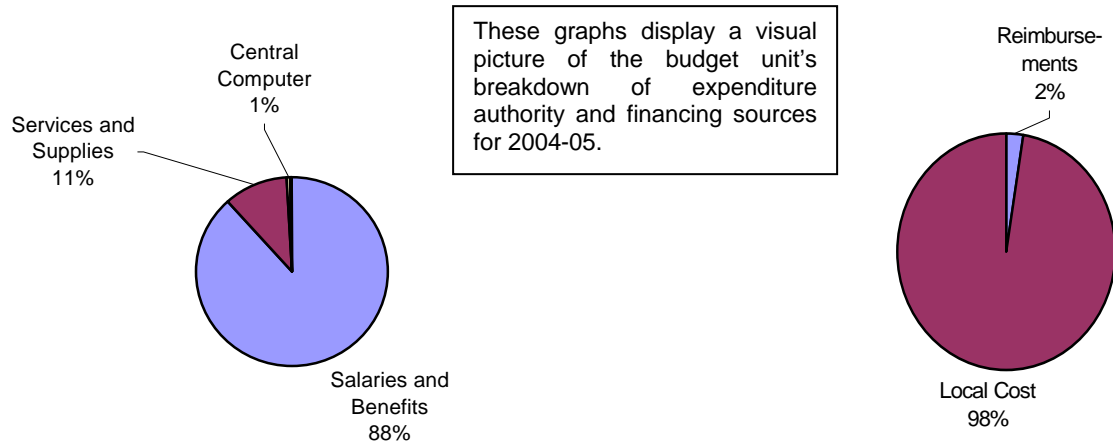
Budget & Workload History provides a historical overview of the budget unit, including two years worth of actuals, prior year adopted budget, and the current year adopted budget.

It also includes budget and actual information related to measurements of workload, called Workload Indicators.

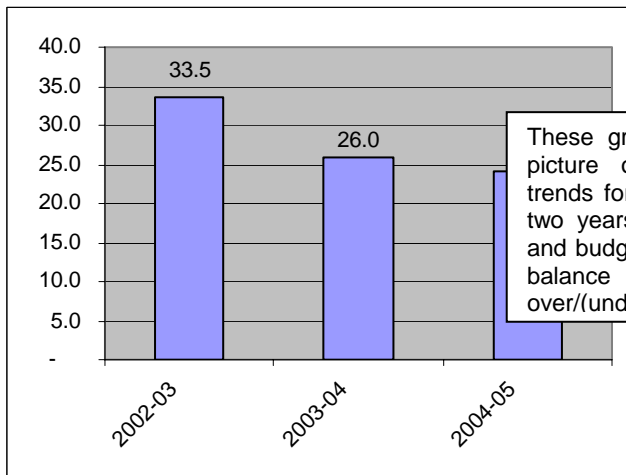
For those departments that have significant variances between budget and actual in 2003-04, there will be an explanation of why this occurred. The 2003-04 Budget is the original budget adopted in late June and does not reflect any mid year changes approved by the Board during the fiscal year. In many cases, this is why there are variances between budget and actual in 2003-04.



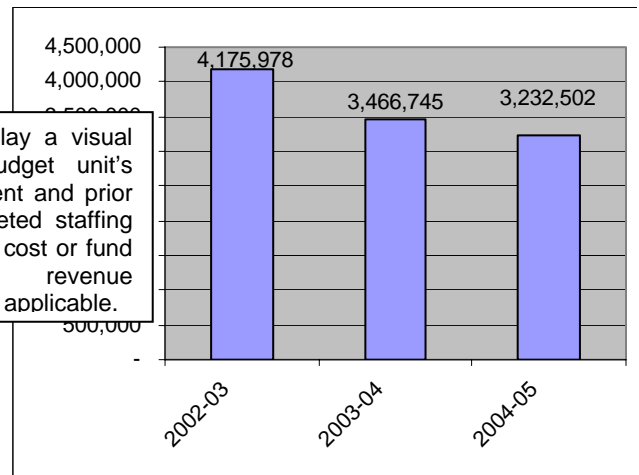
## 2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY    2004-05 BREAKDOWN BY FINANCING SOURCE



### 2004-05 STAFFING TREND CHART



### 2004-05 LOCAL COST TREND CHART



The header shows which budget you are looking at and lists the Function and Activity that tie this page to the summary financial schedules prepared by the Auditor's Office.

GROUP: - BUDGET UNIT: -  
 DEPARTMENT: - FUNCTION: -  
 FUND: - ACTIVITY: -

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<b><u>Appropriation</u></b>					
Salaries and Benefits	-	-	-	-	-
Services and Supplies	-	-	-	-	-
Central Computer	-	-	-	-	-
Other Charges	-	-	-	-	-
Land	-	-	-	-	-
Improvement to Land	-	-	-	-	-
Improvement to Structures	-	-	-	-	-
Equipment	-	-	-	-	-
Vehicles	-	-	-	-	-
L/P Structures	-	-	-	-	-
L/P Equipment	-	-	-	-	-
L/P Vehicles	-	-	-	-	-
Transfers	-	-	-	-	-
Contingencies	-	-	-	-	-
Total Exp Authority	-	-	-	-	-
Reimbursements	-	-	-	-	-
Total Appropriation	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Requirements	-	-	-	-	-
<b><u>Departmental Revenue</u></b>					
Taxes	-	-	-	-	-
Licenses & Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money and Prop	-	-	-	-	-
State, Fed or Gov't Aid	-	-	-	-	-
Current Services	-	-	-	-	-
Other Revenue	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Total Revenue	-	-	-	-	-
Operating Transfers In	-	-	-	-	-
Total Financing Sources	-	-	-	-	-
Local Cost	-	-	-	-	-
Budgeted Staffing	-	-	-	-	-

This section provides a summary overview of how the budget incrementally progresses from prior year adopted to the current year adopted.

A more detailed breakout of these expenditure and revenue changes by category is included in the following sections, Schedule A and Schedule B.

Prior year actuals are included for informational purposes.

From left to right, following prior year actuals are: the prior year approved budget; the Board approved base budget, which includes non-discretionary budget changes, such as changes due to legal requirements or salary negotiations; Board approved changes to the base budget, which includes any type of discretionary changes made by the department, policy items approved, or fee adjustments approved; and finally the final budget which is the sum of the Board Approved Base Budget column and the Board Approved Changes to Base Budget column.



The header shows which budget unit you are looking.

DEPARTMENT: -  
FUND: -  
BUDGET UNIT: -

## SCHEDULE A

## MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
<b>2003-04 FINAL BUDGET</b>	-	-	-	-
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments				
Internal Service Fund Adjustments				
Prop 172				
Other Required Adjustments				
<b>Subtotal</b>				
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan				
Mid-Year Board Items				
<b>Subtotal</b>				
<b>Impacts Due to State Budget Cuts</b>				
<b>TOTAL BOARD APPROVED BASE BUDGET</b>				
<b>Board Approved Changes to Base Budget</b>	-	-	-	-
<b>TOTAL 2004-05 FINAL BUDGET</b>	-	-	-	-

Schedule A provides a summary of the budget unit's activity.

Beginning with the final budget of the prior year, adding in the components of Board approved adjustments, such as local cost allocations to maintain current program services and mid-year adjustments; summarizing state impacts, if any; and summarizing Board approved changes to base budget, if any. The final line represents a total final budget for the current year.

The header shows which budget unit you are looking.

DEPARTMENT: -  
FUND: -  
BUDGET UNIT: -

## SCHEDULE B

## BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	-	-	-	-
2.			-	-
3.			-	-
4.			-	-
<b>Total</b>	-	-	-	-

Schedule B provides the reader with a description and explanation of Board approved changes to base budget.

Final Budget Adjustments, approved by the Board after the proposed budget was submitted, are listed in bold print.



## **FINAL BUDGET DEFINITIONS**

**4% Reduction:** While building the proposed budget, the local financing of law and justice departments was reduced by 4% based on projected state impacts to the county.

**9% Reduction:** While building the proposed budget, the local financing of general fund departments, excluding law and justice departments, was reduced by 9% based on projected state impacts to the county.

**30% Cost Reduction Plan:** The 30% Cost Reduction Plan, approved by the Board on September 23, 2003, that provides cost saving measures for discretionary income. This action was the second phase of reductions from these Plans. The first series of reductions occurred on January 28, 2003.

**Activity:** A component within a fund; usually a specific line of work performed to accomplish a function for which a governmental unit is responsible.

**Appropriation:** An authorization from a specific fund to a specific program to make expenditures/incur obligations for a specified purpose and period of time. The budget contains many appropriations or items. These appropriations are limited to one year, unless otherwise specified.

**Base Budget:** This year's base budget represents the prior year approved budget plus mandated cost adjustments such as across-the-board salary increases (MOU), retirement costs, risk management liabilities, and previous year's mid-year Board approved costs.

**Budgeted Staffing:** The number of equivalent positions funded in the budget unit. Also referred to as full-time equivalent (FTE).

**Capital Project Funds:** Capital Project Funds are used to account for financial resources designated for the acquisition or construction of major capital facilities other than those financed by Enterprise and Internal Service Funds.

**Central Computer:** Central Computer expense category is set up specifically to allocate the Information Services Department's computer charges to departments based on usage. These are countywide costs for computer infrastructure such as email, wide area network, payroll processing, and software/hardware staff support. Each department's Central Computer budget amount is estimated at the beginning of the fiscal year by the Information Services Department and is billed based on that estimate. Next year's budget (2005-06) will be adjusted based upon the actual usage in 2004-05.

**Contingencies:** An amount set aside within a budget for unforeseen expenditure requirements. Board action must be taken to spend contingency funds and a 4/5 vote is required for approval.

**Costs to Maintain Current Program Services:** All non-discretionary budget changes that are factored into the base budget: these include the cost of new mandates and negotiated salary increases. The Board of Supervisors approved these costs for the general fund in the County Administrative Office's financing plan.

**COWCAP:** COWCAP is an acronym for County Wide Cost Allocation Plan. It is the method by which indirect support costs for services such as Human Resources, Payroll, Purchasing, etc. are allocated to departments. It is prepared annually by the County Auditor/Controller-Recorder in accordance with the Office of Management and Budget, Budget Circular A-87, which is the guideline for state and federal reimbursements for indirect costs.

**Department:** An organizational unit used by county management to group programs of a like nature.

**Department Recommended Funded Adjustments:** A proposal by the department to change or implement a new program funded through existing resources that is not currently authorized by the Board.

**Depreciation:** The recording of expiration in the service life of fixed assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy, and obsolescence.



**Discretionary Revenue:** Revenue not legally designated for a specific purpose or program that can be appropriated at the discretion of the Board of Supervisors.

**Employee Health & Productivity Program (EHaP):** A modified duty/return to work program that utilizes specialized nurses to obtain effective and timely treatment for injured or ill employees. Overall goals are to return the employee to the workplace as soon as possible and to increase the health and productivity of employees through health promotion and risk reduction programs.

**Encumbrance:** An obligation placed on an appropriation to pay for goods or services that have been ordered by means of contracts, but not yet received. In other words, the money is tied up. Even though it has not been spent, it cannot be used for any other purpose.

**Enterprise Funds:** Enterprise Funds are established to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through operational revenues.

**Fiscal Year (FY):** The County's twelve-month accounting period (July 1 through the following June 30), which varies from the calendar year and the federal fiscal year.

**Fixed Asset:** An asset of a long-term character such as land, buildings, furniture, and other equipment costing \$5,000 or more and having a useful life of one year or more.

**Full-time Equivalent (FTE):** The number of equivalent positions funded in the budget units. Also referred to as budgeted staffing.

**Function:** A group of related activities aimed at accomplishing a major service for which a governmental unit is responsible. This designation is specified by the State Controller. For example: "Public Protection" is the function of the Sheriff's Department.

**Fund:** A legal unit that provides for the segregation of moneys or other resources in the county treasury for specific activities or obligations in accordance with specific restrictions or limitations. A separate set of accounts must be maintained for each fund to show its assets, liabilities, reserves, and fund balance, as well as its income and expenditures. The assets of a fund may also be placed into separate accounts to provide for limitations on specific fund income or expenditures.

**Fund Balance:** The excess of assets over liabilities, including the cancellation of prior year encumbrances.

**GASB 34:** Governmental Accounting Standards Board (GASB), Statement 34 establishes new requirements for the annual financial reports of state and local governments. The goal is to make annual reports easier to understand and more useful to people who use governmental financial information to make decisions.

There are many components of GASB 34, but as it relates to the budget, it is primarily composed of how services provided between county budget units are accounted. GASB 34 specifies how payments for services should be accounted for (either as reimbursements or as revenues). While the net impact is zero, reclassifications between these two categories cause inconsistencies when comparing year-to-year budgets by specific expense or revenue categories. In situations where this impact is significant, the departments have included an explanation of the reclassification.

**General Fund:** The General Fund is the predominate fund for financing county programs. It is used to account for revenues that are not specifically designated to be accounted for by any other fund. The primary sources of revenue for the general fund are property taxes and other taxes, state and federal aid, current services, and other revenue. The general fund is used as the major funding source for the administrative/executive, economic development/public service, fiscal, human services system, internal services, and law and justice groups.



**Impacts Due to State Budget Cuts:** Reflects reductions in departmental local cost allocations to better position the county for the projected impacts caused by reductions at the state level. Most general fund departments receiving local cost were affected by the reductions; however, departmental mandated costs were exempted. For most departments, the reduction percentage was 9% of local cost, however, for various law and justice related departments the percentage reduction was 4%.

**Internal Service Funds:** Internal Service Funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the governmental unit on a cost reimbursement basis.

**Local Cost:** Local cost is the amount contributed by the county general fund from its discretionary revenue sources to finance the activities of a department.

**Memorandum of Understanding (MOU):** For budget purposes, the MOU refers to an approved labor agreement between the county and an employee labor organization that details the salary, benefits, and other conditions of employment.

**Mid-year Adjustments:** Board approved changes to a department's budget after the adoption of the final budget.

**Operating Transfers In/Out:** A method of providing financing from one fund to another for the implementation of a project or program.

**Other Charges:** A category of accounts established for expenditures other than salaries and benefits, services and supplies, and fixed assets. Example: In Home Supportive Services.

**Proposed Budget:** The working document of the fiscal year under discussion. Approval of this document does not allow expenditures for fixed assets and for new permanent employee positions unless specifically approved by the Board of Supervisors.

**Proposition 172:** A permanent extension of a half-cent Local Public Safety Sales Tax approved by California voters on November 2, 1993. Proceeds of this sales tax must be dedicated to public safety.

**Public Service Employee (PSE):** PSEs are employees assigned to entry-level positions in a variety of fields and occupations for a limited duration. They are not full-time, regular county employees. PSEs are subject to an expedited recruiting process to accommodate additional workload or to handle one-time special projects. They do not receive the full range of benefits or have the civil service status of regular county employees.

**Realignment Funding (Health & Welfare):** In 1991-92 the state approved the Health & Welfare Realignment Program that involves a shift of program responsibilities from the state to the counties. This shift is funded through corresponding shift of dedicated Sales Tax and Vehicle License Fee revenue.

**Reimbursements:** Amount received as a repayment of the cost of work, or service performed, or of other expenditures made, for or on behalf of another governmental unit or department. Reimbursements represent the recovery of an expenditure and is considered a financing source.

**Revenue:** The addition of cash or other current assets to governmental funds (receipts) which do not increase any liability or reserve and do not represent the recovery of an expenditure, i.e., reimbursements. Generally, revenue is derived from taxes, licenses and fees or investment earnings. Revenues are deposited in a fund for future appropriation.

**SB 90 State-Mandated Local Program:** State reimbursements to local governments for the cost of activities required by State legislative and executive acts.

**Special Revenue Funds:** Special Revenue Funds account for the proceeds of specific sources of revenue whereby the use of such revenue is restricted by law for particular functions or activities of government.



**Step Increases:** An employee, based upon the completion of the required service hours in their classification, satisfactory work performance, and appointing authority recommendation, may receive step advancements. Step advancements/increases within the base salary range shall be based on two (2) step increments. Each increment is 2.5%.

**Transfers:** The movement of resources from one fund to another usually for payment of services received.

**Unrestricted Net Assets:** Net assets represent equity in capitalized assets, net of accumulated depreciation, and reduced by the outstanding balances of any debt attributable to those assets. In other words, it is the difference between a government's assets and its liabilities.

